

Grades should be finalized and transferred before your faculty's Results Due Date (this date will be communicated via email – speak with your faculty admin if you do not know.)

If you've missed your deadline, speak with your Grade Faculty Administrator.

NB: *In addition to entering in grades directly, there are some advanced features for entering in your grades that are not covered in this guide. You can, for instance, [upload results via a CSV spreadsheet](#), or [use 'Course Groups' with smart views to divide the Grade Centre up](#) into tutorial groups for better management. These can be slightly complicated, but [the LX.lab is happy to help](#).*

Instruction summary:

1. Add any **SYS_EXCEPTION_GRADE** grades
2. Adjust any **SYS_MARK_OVERRIDE** results
3. Add any notes to explain your override or adjustment
4. Approve and Transfer grades

1. Adjust any **SYS_OVERRIDE_GRADE** grades

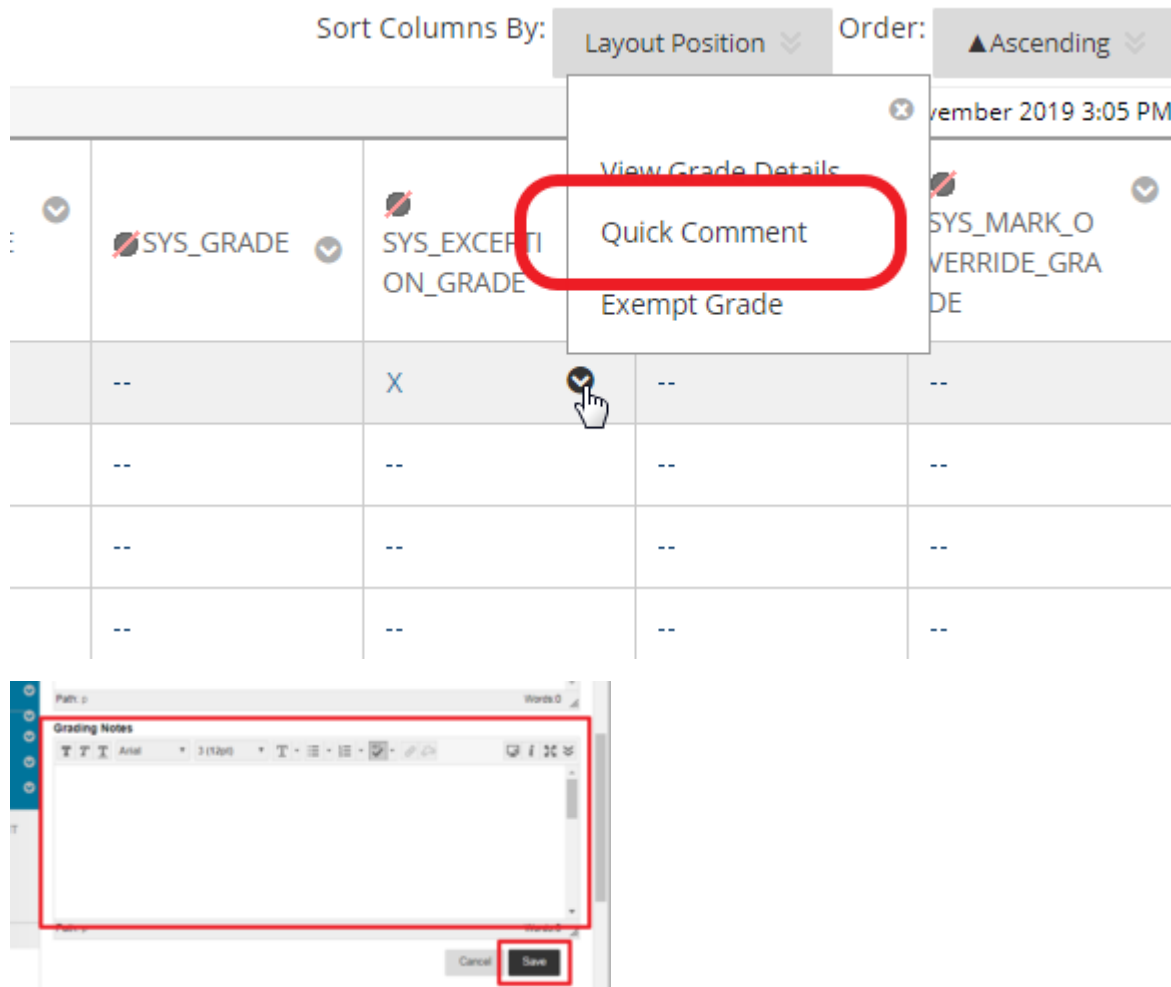
If you need to override any grades (eg. with a 'Q', 'W' or 'X'), do so now in the **SYS_EXCEPTION_GRADE** column. **NB.** *Prior to Summer 2019 this was called the **SYS_OVERRIDE GRADE** column. It has been renamed to more accurately reflect its function. This column will only accept the limited override grades, as specified by your grading schema. You can also leave a comment to explain the override (details in the next step).*

NB. *If a large number of your students need override grades (eg. they're still out on prac by the due date and all need a 'Q'), you can use the Offline/Online feature to enter grades into a CSV, upload and adjust them all in one go. See previous page for a link to further instructions.*

2. Add any notes to explain your exception

If you need to add any system comments to explain your override, you can do so in the **SYS_EXCEPTION_GRADE** column. These comments will be invisible to students but permanently available to staff, creating an audit trail:

Hover your mouse over the **SYS_EXCEPTION_GRADE** grade that you've adjusted. A down arrow will appear. Click on the down arrow, and select View Grade Details. If the down arrow does not appear, you may need to expand your browser window or column width.



On the Grade Details screen, scroll down and add any comments under the Grading Notes section. Click on Save once you're done. These will not appear to the student, and they will not be sent to CASS, but they will remain in UTSONline as a record for future reference.

3. Manually adjust any final marks with the SYS_MARK_OVERRIDE

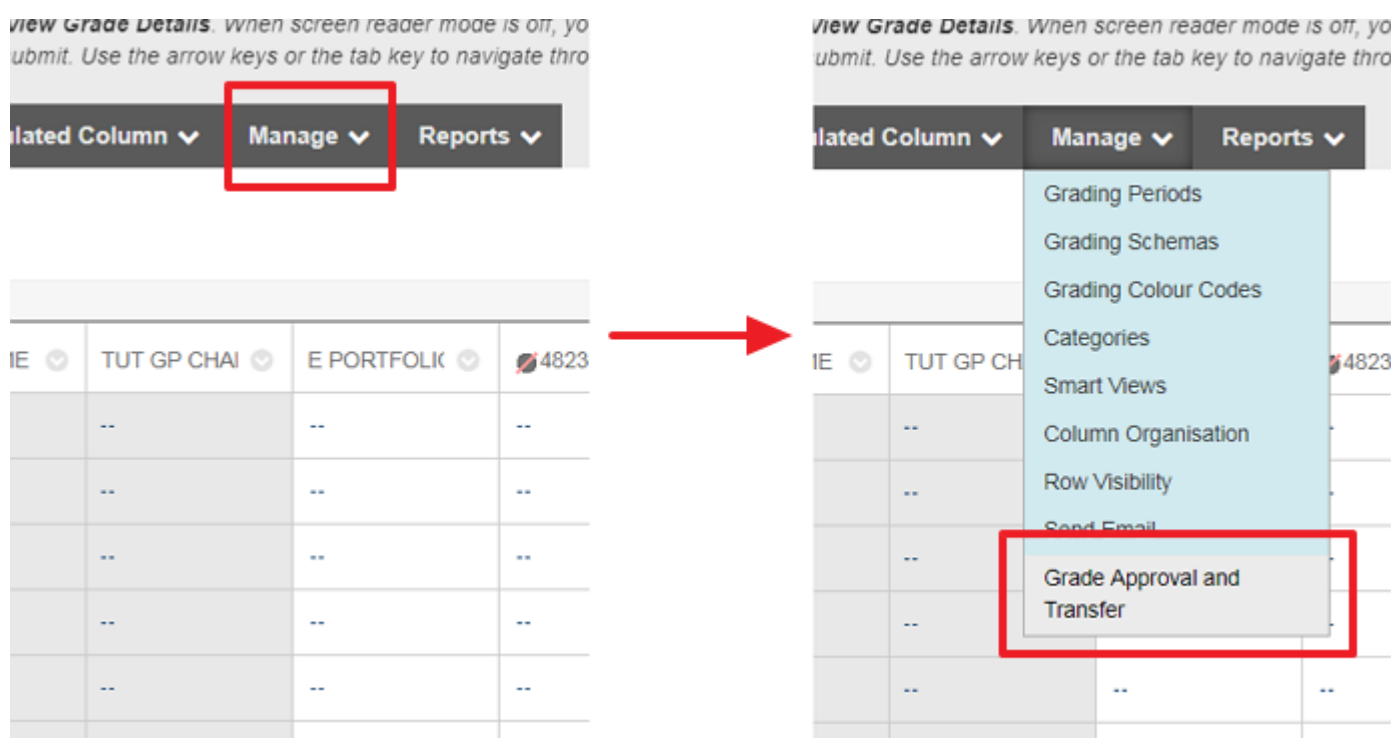
As of Summer 2019 you can now override the final mark in the SYS_WEIGHTED_TOTAL column by manually entering in a mark in the SYS_MARK_OVERRIDE column, to move a final result up or down. This will automatically calculate the SYS_MARK_OVERRIDE_GRADE, and both will be sent across to CASS.

4. Add any notes to explain your override

If you would like to keep a record as to why you are adjusting results up or down (eg. ratification meeting decision), you can do so following the steps listed in Step 2 on the SYS_MARK_OVERRIDE column.

5. Approve and Transfer grades

Finally, to submit your grades to CASS, in Grade Centre hover your mouse over Manage, then click on Grade Approval and Transfer. **Nb. To submit the grades, you must have the Subject Coordinator role in Blackboard for this subject.** Instructors and users with other permissions will not be able to see this option.



You will see the following confirmation message: "Clicking yes will release the grades for transfer. Do you wish to continue?" Click yes.

Only a designated coordinator can submit the grades. Other users will receive an error message if they try to submit.

NB: In an early version of the Grades Process (2018), the Grade Centre would lock upon submission – this is no longer the case (2019+). If you've submitted you can continue to make changes until the Faculty Due Date, but you'll need to Approve and Transfer them each time to update CASS.

If you miss the Results Due Date, please speak with your faculty admin for instructions.